

LIBRARY PAGE

DEFINITION

To shelve and file books and other library materials and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is the entry level class of the Library Page series. Incumbents typically have little related work experience and work under immediate supervision while learning job tasks. This class is distinguished from the Senior Library Page in that the latter performs clerical procedures of moderate difficulty and proves lead direction and on-the-job training to Library Pages. The Senior Library Page also assigns and schedules Library Pages to perform simple, routine projects and checks to ensure their completion. Additionally, the Senior Library Page also appraises quality and quantity of the work output of Library Pages.

SUPERVISION RECEIVED

Direct supervision is provided by Library Supervisory Staff and lead direction may be provided by a Senior Library Page.

SUPERVISION EXERCISED

None.

ESSENTIAL DUTIES

Shelves books, periodicals, videos, cassettes, magazines and reference material in alphabetical or numerical order.

Empties book return box and checks in library material on the computer.

Performs general clerical tasks such as typing, copying, making posters and reviewing shelved material to ensure numerical and alphabetical order.

Assists in library programs.

Retrieves magazines and other library materials on request.

Prepares library material for security system.

Delivers and distributes books and runs errands.

Cleans and mends books.

ESSENTIAL DUTIES (Continued)

Assists in securing library at closing time.

Assists customers in Technology Center.

May drive City vehicles to deliver and pick up supplies, books and mail.

Performs related work as necessary.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Ability to:

Perform simple clerical procedures including alphabetical and numerical sequencing of materials.

Follow oral and written instructions.

Get along well with others.

EXPERIENCE AND TRAINING

Any combination of experience and training that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

None

Training:

Enrollment in or graduation from high school or equivalent.

Licenses and Certificates:

Special assignments require possession and maintenance of a valid California Class C Driver's License.

SPECIAL REQUIREMENTS

Essential duties require the following physical abilities and work environment: Working in an indoor environment including lifting boxes of books up to fifty (50) pounds in weight; frequent bending, kneeling, stooping, squatting; reaching over head for shelving of materials; and pushing and pulling of book carts.

Essential functions must be performed with or without reasonable accommodation.

PROBATIONARY PERIOD: Six months (for those scheduled to work 20 hours per week or more)

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APP GROUP: 16

FPPC STATUS: Non-Designated

FLSA STATUS: Non-Exempt